Data Coordinator Quarterly Call Notes

Time: March 20, 2025, 4:00 PM – 5:30 PM EST

Location: Virtual (Zoom)

AUCD Staff Present: Brandon Lewis, Oksana Klimova, Danielle Webber, Kate Thompson, Jackie Czyzia

Number of Members Present: 81

**Notes:**

Housekeeping & Logistics

* Live captioning is available courtesy of AI-Media captioning.
* The session is not being recorded, but notes will be shared after it has been reviewed.
* The meeting will not include a slide deck, but an [agenda for the meeting](https://www.aucd.org/uploads/eventfiles/DataCoordinatorQuarterlyCallAgenda32025.docx) is provided.

Introductions

* Various AUCD staff members introduced themselves and their roles.
* Attendees are encouraged to introduce themselves in the chat.

Upcoming Deadlines

* Former Trainee Surveys: If you have not already, start surveying your former trainees who graduated 2, 5, and 10 years ago. There is a [Guidebook on Surveying Former Trainees](https://www.aucd.org/uploads/NIRS/NIRS_2025/Guidebook%20on%20Surveying%20Former%20Trainees.pdf), which will assist you with the process.
* All former trainee surveys must be completed and received in NIRS by June 30.
* The UCEDD Annual Program Performance Report (PPR), which is completed in NIRS, is due July 30 (for UCEDDs).
* Data Entry in the NIRS application and & cleaning of data must be complete by July 31 for all Programs.
* On August 1, prior-year records will be locked for editing. NIRS will transition into the new year of data collection.
* Applicable UCEDDs must submit the Five-Year Closeout Report, also completed in NIRS, by October 28-31. The Five-year Closeout Report is completed only for UCEDDS finishing their five-year grant cycle or if a Center has a no-cost extension from last year’s reporting cycle.

Helpful Resources

* The [NIRS Calendar](https://view.monday.com/4592283015-e93178600b1fc5e48bf8a7dac3bcd40f?r=use1) will assist with tracking deadlines.
* Training Materials: Available on the AUCD website ([URC section](https://www.aucd.org/urc/nirs-for-oidd-funded-programs)). The landing page provides the latest updates on resources, while the [Support of OIDD-Funded Programs](https://www.aucd.org/urc/support-of-oidd-funded-programs) provides resources directly from federal funders, and the [Training Courses, Demos, and Tips Sheets](https://www.aucd.org/urc/support-of-oidd-funded-programs) webpage (linked at the top) contains training and orientation materials.
* NIRS Paper Forms are available in [English](https://www.aucd.org/news/paper-forms-2025) and [Spanish](https://www.aucd.org/news/2025-nirs-formularios-en-papel). Please note that data entry into the NIRS application must be in English.
* The [Guidebook of Surveying Former Trainees](https://www.aucd.org/uploads/NIRS/NIRS_2025/Guidebook%20on%20Surveying%20Former%20Trainees.pdf) will assist with surveying former trainees.
* The [Tips Sheet on Data Cleaning in the Products Dataset](https://www.aucd.org/uploads/itacresourcefiles/website_sections/2022%20NIRS%20Tips%20Sheet%20Data%20Cleaning%20in%20the%20Products%20Dataset.pdf) will provide general considerations for data cleaning, which can be applied in all areas of NIRS.
* Import/Export Templates are accessible in NIRS. Under the Admin Section, select “Import” from the navigation menu. There will be a link to templates in the middle column (administrative access required).
* The Data Dictionary is also accessible at the top of each dataset in NIRS.

MCHB Training Program Updates

* AUCD’s ITAC Website is under review and currently unavailable. The website is expected to return in a month.
* Programs should continue collecting data as usual. Data will not be shared with MCHB without permission from your Program Director.
  + The NIRS-DGIS export/import process may change this reporting cycle. AUCD is collaborating with MCHB and will inform Programs any expected changes as soon as we have updates.
  + AUCD is awaiting federal guidance on changes to the DGIS Performance Measures. For questions, please contact your Program Director before contacting your Project Officer at MCHB.
  + Should changes to the DGIS Performance Measures occur, Programs will be informed, and NIRS will adjust accordingly.
  + LEND Directors receive updates via biweekly membership engagement calls.
* The Gender Field in NIRS has been updated to include the options 1) male, 2) female, and 3) Choose not to disclose. This is reflected in the Trainees dataset main record and former trainee surveys. The Directory was updated to include the Gender field options 1) Male, and 2) Female.
* In the Activities dataset, the following field questions for LEND, LEAH, PPC, and DBP records have been transitioned from required to optional:
  + “Did the activity advance health equity?”, and the subsequent follow-up questions
  + “How activity advanced Health Equity in your program (select all that apply)”
  + “What equity topic(s) did the activity target (select all that apply)”
* Please allow additional time when requesting TA from NIRS@aucd.org. There may be delays in AUCD’s response to requests due to changes in our review process. Thank you for your patience and understanding.

Network Directory & NIRS Management

* Updating the Network Directory:
  + Individual faculty/staff can update their profiles directly on AUCD’s website.   
      
    To do so, locate your Center/Programs Network Member directory. From aucd.org, click on “About”, “Network Members”, and search via an interactive map or search engine. Once you have located your Network Member directory page, faculty/staff should click on their name, and there will be an option to log in to update their profile at the top of the page: “Login to Update Your Profile”.   
      
    Administrative approval is required before changes are posted publicly.
  + New staff can create profiles but require admin approval.   
      
    From aucd.org, click on “About, “Network Members”, and locate your Center/Program’s directory page. Under “Faulty & Staff” on the right-hand side, click “[Not yet in the directory? Register to manage your profile online](https://systems.aucd.org/directory/dir_contact_edit.cfm?staffid=0)”.   
      
    Administrative approval is required before changes are posted publicly.
* NIRS administrators can manage all profiles, including forgotten logins.   
    
  Note: Requires administrative access with dataset “Directory” check box selected and “Directory Manager” check box selected.   
    
  From aucd.org, click “About” and “NIRS Login.” Log in to the NIRS application. At the top of the page, click on the Directory dataset, “Manage Faulty | Staff Profiles.” Adminstrators should review profiles with the status options “Waiting” and “Pending Submission.”   
    
  Status Options:
  + Directory profiles can also be linked with federal reporting in the projects ('Contacts' list field) and Products Datasets ('Ordering Information Name' field).
  + The status option controls how the faculty/staff profile is listed on the public-facing AUCD Online Directory. Different status options and their effects are listed below:
  + Display: The profile is approved and will be listed in all 3 locations (AUCD Staff Directory, Projects, and Products Dataset).
  + Do not display: The account approved and will not be displayed in the AUCD Directory, but products and projects are still viewable in the contacts list in the projects and ordering information name field in Products Dataset.
  + Inactive: The account is approved but will not be displayed on the AUCD Directory or Products/Projects Dataset fields in new records created going forward.
  + A manual administrative review process is required when a profile has a status with one of the three options below:
  + Pending Submission: The faculty/staff person is in the process of submitting the profile.
  + Waiting for Approval: The profile is waiting for the administrator for their review.
  + Rejected: The profile is not accepted by the Center and will not be displayed in any of the three locations.
* Handling Departed Faculty/Staff:
  + Change status to “Do Not Display” to maintain historical records.
  + Transfer associated records before deleting a profile.
  + Deleting a profile is final, but names remain in text-based historical records.
* New Feature in NIRS:
  + The Data Dictionary now provides documentation public display of all fields in the Directory dataset in NIRS.

Surveying Former Trainees

* Survey former trainees who graduated from your training program 2, 5, and 10 years ago. Please refer to the [Guidebook on Surveying Former Trainees](https://www.aucd.org/uploads/NIRS/NIRS_2025/Guidebook%20on%20Surveying%20Former%20Trainees.pdf).
* Steps:
  1. Identify trainees from standard reports in the Trainees dataset.
  2. Collect contact details and survey login credentials.
  3. Email your trainee alumni the correct survey link, center name, and login info. A completion deadline is also advantageous.
  4. Follow up monthly until June; all surveys must be completed and received in NIRS by June 30.

NIRS System Changes & Reporting Adjustments

* Survey Updates: Question formats changed from Yes/No to multiple checkboxes; ensure proper reporting updates.
* Data Collection Adjustments:
  + Sexual orientation field removed.
  + Gender field not required; updated accordingly.
  + Related reporting requirements adjusted (e.g., UCEDD’s PPR no longer includes a section on demographic data).
* Activity Reports Changes:
  + "Did activity advance health equity?" made optional.
  + Follow-up questions are also optional, but reports are still available for tracking.

Data Import/Export

* Export templates for training, products, and trainees updated to align with recent changes.
* Activity Import Templates are outdated but will be updated within two weeks.
* Product Imports: Published material now requires DOI (Digital Object Identifier) or "N/A" for verification.
* Future Data Collection: Uncertain if removed fields (e.g., sexual orientation) will return; institutions should follow university guidelines for continued data collection.

Accessing Import Templates:

* Log into the NIRS Application, navigate to the Admin section, and select “Import” (visible only to NIRS administrators). Templates are located in the middle column. Select the relevant template based on the dataset type.
* Download and use the template.
* If encountering a "page not found" error when accessing a template (e.g., UCEDD pamphlets), please email [NIRS@aucd.org](mailto:NIRS@aucd.org).
* Only certain fields are required; these are listed in the mapping file.

Upcoming NIRS System Updates

* The Activities dataset, “collaborating agency” field list are currently unordered. Plan to alphabetize the list for easier navigation.
* Discussion on possible grouping/subheadings to improve usability.
* Listed collaborators include ACL and MCHB performance measures.

Standard/Custom Reports and Advanced Searches:

* Currently, reports can only be copied page by page into Excel.
* A direct Excel download is requested but is a low-priority item.

Next Steps & Follow-Ups

* Upcoming deadlines will be sent via a group email.
* Please update your Center/Program’s Network Member directory.
* Please survey your former trainees who graduate 2, 5, and 10 years ago.
* Attendees are encouraged to review resources and reach out with questions at NIRS@aucd.org.